



City of Tempe

TRAFFIC ENFORCEMENT AIDE

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	070	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$16.797115
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$22.675962
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Code Inspector II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from a Police Sergeant or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Some general work experience involving law enforcement and public contact is desirable.
<i>Education:</i>	Equivalent to completion of the twelfth grade. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To enforce City parking regulations in an assigned area; to enforce City traffic and State regulations through the viewing of photo enforcement violations and accepting or rejecting said violations; and to provide general information and assistance to the public.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Patrol assigned area on foot or in a vehicle to enforce parking and related traffic ordinances; mark tires of parked vehicles; issue non-moving traffic citations for violations observed; apply and remove vehicle immobilization devices; arrange for vehicle towing.
- Assist the general public; provide directions and respond to questions and inquiries; relay on-site requests for assistance.
- Process photo enforcement incidents by viewing and either accepting or reject each incident
- Report hazardous vehicles, expired registrations, suspicious incidents and individuals, traffic accidents and other occurrences to Department staff.
- Maintain daily supplies for patrolling assigned area; inspect assigned vehicle for needed maintenance.
- Maintain a variety of accurate records related to citations and vehicle impounds; prepare related daily and monthly reports.
- Appear in court to present evidence and testify against individuals charged with parking and photo enforcement violations.
- Prepare daily activity log and related police reports.
- Perform traffic control duties when necessary.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Reviewed November 1995

Revised March 2001

Revised April 2005 (addition of DUI enforcement vehicle responsibility)

Revised January 2008 (revised duties)